

State of Montana

Employee Safety Program

Self-Assessment Report Instructions

The State of Montana Employee Safety Program Self-Assessment Report was developed by the Department of Administration, Risk Management & Tort Defense Division to assist each agency to evaluate the effectiveness of its employee safety program/loss control program in accordance with the Montana Safety Culture Act. The assessment will also be utilized by the Department of Administration and State Compensation Insurance Fund to collect information on the effectiveness of state employee safety/loss control programs and to determine eligibility for participation in the Governor's Safety Awards Program. The attached report must be completed by each agency's Risk Management Advisory Committee member or agency head 'designee' and submitted to the Risk Management and Tort Defense Division by July 5th of each fiscal year. The assessment may be certified (confirmed) through subsequent on-site inspection and evaluation at the discretion of the Risk Management & Tort Defense Division and the State Compensation Insurance Fund. Agencies with additional questions may contact the Risk Management & Tort Defense Division at (406) 444-2421.

Elements of an Effective Employee Safety/Loss Control Program

Please use the criterion below to determine how many points to award your agency for each separate question in the attached worksheet (points are awarded on a scale of 0 to 3, poor to excellent). The status of your program is determined based upon the total points awarded as follows:

<u>Status of Program</u>	<u>Total Points Awarded</u>
(0)Poor	- 0 - 29 Points
(1)Fair	- 29 - 52 Points
(2)Good	- 52 - 77 Points
(3)Excellent	- 77 - 87 Points

Section 1. Does your agency have fewer incurred workers' compensation losses or claims filed this fiscal year than the lowest of the prior three fiscal years?

Excellent (3 Points) - Your agency must have both fewer claims filed **AND** lower incurred losses than the lower of the prior three fiscal years.

Good (2 Points) – Your agency must have either fewer claims **OR** lower incurred losses than the lower of the prior three fiscal years.

Fair (1 Point) – Your agency must provide other supporting documentation that shows that either the frequency or severity of workers' compensation claims **HAVE NOT** deteriorated.

Poor (0 Points) – Your agency's workers' compensation costs or number of claims filed **HAVE INCREASED** significantly when compared with prior three fiscal years.

Section 2. Does your agency have fewer incurred automobile liability losses or claims filed this fiscal year than the lowest of the prior three fiscal years?

Excellent (3 Points) - Your agency must have both fewer claims filed **AND** lower incurred losses than the lower of the prior three fiscal years.

Good (2 Points) – Your agency must have either fewer claims **OR** lower incurred losses than the lower of the prior three fiscal years.

Fair (1 Point) – Your agency must provide other supporting documentation that shows that either the frequency or severity of workers' compensation claims **HAVE NOT** deteriorated.

Poor (0 Points) – Your agency's workers' compensation costs or number of claims filed **HAVE INCREASED** significantly when compared with prior three fiscal years.

Section 3. Does your agency have fewer incurred property losses or claims filed this fiscal year than the lowest of the prior three fiscal years?

Excellent (3 Points) - Your agency must have both fewer claims filed **AND** lower incurred losses than the lower of the prior three fiscal years.

Good (2 Points) – Your agency must have either fewer claims **OR** lower incurred losses than the lower of the prior three fiscal years.

Fair (1 Point) – Your agency must provide other supporting documentation that shows that either the frequency or severity of workers' compensation claims **HAVE NOT** deteriorated.

Poor (0 Points) – Your agency's workers' compensation costs or number of claims filed **HAVE INCREASED** significantly when compared with prior three fiscal years.

Section 4. Has your agency conducted an assessment of its existing safety/loss control program by comparing what is already in place to the concepts and procedures discussed in the State of Montana, Employee Safety Program?

Excellent (3 Points) – Your agency has evaluated its safety program in terms of all the concepts and procedures discussed in the State of Montana, Employee Safety Program within the past two years.

Good (2 Points) - Your agency has evaluated its safety program in terms of most of the concepts and procedures discussed in the State of Montana, Employee Safety Program within the past two years.

Fair (1 Point) – Your agency has evaluated its safety program in terms of some of the concepts and procedures discussed in the State of Montana, Employee Safety Program, however, not within the past two years.

Poor (0 Points) - Your agency has not conducted an assessment of the concepts and procedures as discussed in the State of Montana, Employee Safety Program.

Section 5. In accordance with ARM 24.30.2541, has your agency developed written procedures that assign authority, responsibility, and accountability?

Excellent (3 Points) – Your agency has a written statement of commitment from the agency head, a statement of program organization, and written performance standards for supervisors that are very specific, clear, concise, up-to-date, and that have been disseminated throughout the agency at all locations statewide.

Good (2 Points) – Your agency has a written statement of commitment from the agency head, a statement of program organization, and written performance standards for supervisors that are concise, up-to-date, and that have been disseminated for the most part statewide.

Fair (1 Point) – Your agency has a written statement of commitment from the agency head, a statement of program organization, and written performance standards for supervisors that are somewhat specific, up-to-date but may not have been disseminated to some locations statewide.

Poor (0 Points) – The agency has a poorly written and/or an in-effectively written safety program or does not have a program at all.

Section 6. In accordance with ARM 24.30.2541 through 24.30.2558, does your agency have an active safety committee?

If your agency has less than 5 employees, it does not need to have a safety committee (unless required by collective bargaining agreement) and it is eligible for points as specified below provided that safety topics relevant to the types of risks and/or claims that you are experiencing are discussed at staff meetings and/or employees are given appropriate training as specified below. If your agency has more than 5 employees, it must have a safety committee that meets every four months.

Excellent (3 Points) - Your agency has less than 5 employees, however, safety topics are always discussed at staff meetings and employees are given appropriate training **OR** your agency has more than 5 employees with a safety committee(s) consisting of appropriate representation from management and non-management, union and non-union, and is of sufficient size to be effective at all locations throughout the state in assessing and controlling hazards. Your agency's safety committees assist in assessing and controlling hazards, assessing safety training, communicating with employees regarding safety committee activities, developing policies and procedures, educating employees, evaluating the safety program, inspecting the workplace, keeping job training current, motivating employees to create a safety culture, and reviewing incidents of workplace accidents, injuries, or illnesses.

Good (2 Points) - Your agency has less than 5 employees, however, safety topics are frequently discussed at staff meetings and employees are given appropriate training **OR** your agency has more than 5 employees with safety committee(s) consisting of appropriate representation from management and non-management, union and non-union and is of sufficient size to be effective at most locations throughout the state in assessing and controlling hazards. Your agency's safety committee assists in assessing and controlling hazards, communicating with employees regarding safety committee activities, educating employees, inspecting the workplace, keeping job training current, and reviewing incidents of workplace accidents, injuries, or illnesses.

Fair (1 Point) – Your agency has less than 5 employees, however, safety topics are occasionally discussed at staff meetings and employees are given appropriate training **OR** your agency has more than 5 employees with safety committee(s) consisting of appropriate representation from management and non-management, union and non-union and is of sufficient size to be effective at some locations throughout the state in assessing and controlling hazards. Your agency's safety committee assists in communicating with employees regarding safety committee and safety education activities, inspecting the workplace, and reviewing incidents of workplace accidents, injuries, or illnesses.

Poor (0 Points) - Your agency either has an ineffective safety committee or does not have a safety committee at all.

Section 7. In accordance with ARM 24.30.2521, does your agency provide safety training?

Excellent (3 Points) – Your agency provides new employees with a general safety orientation containing information common to all employees and appropriate to agency operations and types of injuries experienced. Your agency offers job or task specific training appropriate for employees before they perform that job or task without direct supervision. Training includes actual supervisory observation of the work performed. Your agency offers continuing, regular, refresher training as often as is appropriate given the size of the agency and number of claims, and at least annually. Such training includes, but is not limited to, defensive driving, back injury prevention, ergonomics, first aid, CPR, violence at work, personal

protective equipment, confined space entry, hazardous materials, drug/alcohol testing, contracts, employment practices, or other risks appropriate to operations. Your agency has a system for employees to develop an appreciation of safety through tools such as newsletters, safety committee meetings, posters, and incentive programs. Your agency conducts training when a new program is implemented, job assignments change, new substances, processes, procedures, or equipment are introduced, or when a new process is identified.

Good (2 Points) - Your agency provides new employees with a general safety orientation containing information common to all employees and appropriate to agency operations and types of injuries experienced. Your agency offers job or task specific training appropriate for employees before they perform that job or task without direct supervision. Your agency offers continuing, regular, refresher training as often as is appropriate given the size of the agency and number of claims, but at least annually. Such training includes some topics directly related to some of the type of injuries or exposure your agency experiences. Your agency has a system for employees to develop an appreciation of safety through tools such as newsletters, safety committee meetings, posters, and incentive programs. Your agency conducts training when a new program is implemented, job assignments change, new substances, processes, procedures, or equipment are introduced, or when a new process is identified.

Fair (1 Point) - Your agency provides new employees with a general safety orientation containing information common to all employees and appropriate to agency operations and types of injuries experienced. Your agency does not offer job or task specific training appropriate for employees before they perform that job or task without direct supervision. Your agency offers continuing, regular, refresher training as often as is appropriate given the size of the agency and number of claims, but at least annually. Such training includes few topics directly related to some of the type of injuries or exposure your agency experiences. Your agency may or may not conduct training when a new program is implemented, job assignments change, new substances, processes, procedures, or equipment are introduced, or when a new process is identified.

Poor (0 Points) – Your agency provides no training or the training is ineffective or unrelated to your exposure or risk.

Section 8. In accordance with ARM 24.30.2521, does your agency identify workplace hazards?

Excellent (3 Points) - Your agency conducts formal planned inspections at least annually, utilizes inspection checklists, surveys, job safety analysis, or equivalent, develops written hazard reporting methods to assure accurate documentation and timely reporting of the hazard, conducts follow-up evaluations to assure that reported hazards are eliminated or reduced, assures employee participation in the process. Your agency's employees are almost always involved in the process. Self-inspection results are always documented including the date, time, location, description of training, list of participants, and corrective actions taken, and are retained for three years. Job safety observations are conducted by managers and supervisors and documented. Unsafe actions are almost always corrected immediately.

Good (2 Points) - Your agency conducts formal planned inspections at least annually, utilizes inspection checklists, surveys, job safety analysis, or equivalent, develops written hazard reporting methods to assure accurate documentation and timely reporting of the hazard, conducts follow-up evaluations to assure that reported hazards are eliminated or reduced. Your agency's employees are often involved in the process. Self-inspection results are usually documented. Unsafe actions are usually corrected within a reasonable timeframe.

Fair (1 Points) - Your agency conducts formal planned inspections at least annually, develops written hazard reporting methods to assure accurate documentation and timely reporting of the hazard. Your agency may not conduct follow-up evaluations to assure that reported hazards are eliminated or reduced. Employees are occasionally involved in the process. Self-inspection results are occasionally documented. Unsafe actions are corrected within a reasonable timeframe.

Poor (0 Points) - Your agency does not identify workplace hazards through the processes identified above?

Section 9. In accordance with ARM 24.30.2541, has your agency established written procedures for investigating and reporting all work-related incidents, injuries, illnesses, and unsafe working conditions?

Excellent (3 Points) – Your agency has developed comprehensive and effective policies and procedures for effective investigating and reporting of injuries and ‘near misses’ through provisions for timeliness, remedial action, documentation, signature requirements, periodic evaluation, and follow-up by the safety committee. Your agency has developed a comprehensive and effective accident investigation form which identifies causative factors, preventative methods, and assures implementation of the policies and procedures. Investigation results are documented and reviewed by management and/or the safety committee. ‘Near miss’ accidents are investigated. Actions are taken to eliminate ‘near miss’ accidents which could prevent more serious injury or damage. The First Report of Injury, Report of Incident, and other claims forms are almost always accurately completed and sent to the State Compensation Insurance Fund and Risk Management and Tort Defense Division in a timely manner as required by statute or policy from all locations.

Good (2 Points) – Your agency has developed policies and procedures for effective investigating and reporting of injuries and ‘near misses’ through provisions for timeliness, remedial action, documentation, signature requirements, periodic evaluation, and follow-up by the safety committee. Your agency has developed an accident investigation form which identifies causative factors, preventative methods, and assures implementation of the policies and procedures. Investigation results are documented and reviewed by management and/or the safety committee. ‘Near miss’ accidents are investigated. Actions are taken to eliminate ‘near miss’ accidents which could prevent more serious injury or damage. The First Report of Injury, Report of Incident, and other claims forms are accurately completed and usually sent to the State Compensation Insurance Fund and Risk Management & Tort Defense Division in a timely manner as required by statute or policy from most locations.

Fair (1 Points) – Your agency has developed policies and procedures for investigating and reporting of injuries through provisions for timeliness, remedial action, documentation, signature requirements, periodic evaluation, and follow-up by the safety committee. Your agency has developed an accident investigation form which identifies causative factors, preventative methods, and assures implementation of the policies and procedures. Investigation results are documented and reviewed by management and/or the safety committee. The First Report of Injury, Report of Incident, and other claims forms are occasionally accurate and sent to the State Compensation Insurance Fund and the Risk Management & Tort Defense Division in a timely manner as required by statute or policy from some locations.

Poor (0 Points) – Your agency has not developed comprehensive and effective policies and procedures for investigating and reporting of injuries through provisions for timeliness, remedial action, documentation, signature requirements, periodic evaluation, and follow-up by the safety committee as specified above.

Section 10. In accordance with ARM 24.30.2541, has your agency established written procedures for recordkeeping which include documentation?

Excellent (3 Points) – Your agency has developed comprehensive and effective policies and procedures for recordkeeping which include date, time, location, and description of training, inspections, and corrective action. Your agency maintains a list of participants (i.e. inspectors, trainers, employees, etc.). Your agency maintains a system for filing and retaining records for three years. Your agency has established and implemented recordkeeping responsibilities. All records are appropriately maintained and documented.

Good (2 Points) – Your agency has developed clear, concise, policies and procedures for recordkeeping which include date, time, location, and description of training, inspections, and corrective action. Your agency maintains a list of participants (i.e. inspectors, trainers, employees, etc.). Your agency maintains a system for filing and retaining records for three years. Your agency has established and implemented recordkeeping responsibilities. Most records are appropriately maintained and documented.

Fair (1 Points) – Your agency has developed policies and procedures for recordkeeping which include date, time, location, and description of training, inspections, and corrective action. Your agency maintains a list of participants (i.e. inspectors, trainers, employees, etc.). Your agency maintains a system for filing and retaining records for three years. Your agency has established and implemented recordkeeping responsibilities. Some records are appropriately maintained and documented.

Poor (0 Points) – Your agency has not developed policies and procedures for recordkeeping or has developed policies and procedures that are not comprehensive as described above.

Section 11. Has your agency developed written, job specific, safe operating procedures for subsequent use in employee training>

Excellent (3 Points) – Your agency has developed general or job specific, safe operating procedures for subsequent use in employee training where applicable at all locations for all significant exposures.

Good (2 Points) – Your agency has developed general or job specific, safe operating procedures for subsequent use in employee training where applicable at most locations for many significant exposures.

Fair (1 Points) – Your agency has developed general or job specific, safe operating procedures for subsequent use in employee training where applicable at some locations for some significant exposures.

Poor (0 Points) – Your agency has not developed general or job specific, safe operating procedures for subsequent use in employee training or has developed procedures that are ineffective or inapplicable.

Addendum:

In narrative form on the safety program report, please provide a brief description of some of your agency's achievements in the area of safety. For example, please mention any kind of safety training that your agency's employees have attended, safety equipment that has been purchased, or other innovative and creative safety programs or processes that your agency has implemented (use other sheets of paper as necessary).